

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY07 Air National Guard Line and Nonline Major and Lieutenant Colonel Promotion
Selection Boards

The FY07 Air National Guard Line and Nonline Major and Lieutenant Colonel Promotion
Selection Boards are tentatively scheduled to convene 17 April 2006 at the Air Reserve Personnel Center.

The tentative eligibility criteria and board IDs are as follows:

Promotion to:	Date of Rank (DOR)	Board ID
Major	30 Sep 00 or earlier	A0407A
Lieutenant Colonel	30 Sep 00 or earlier	A0507A

Officers are required to have served on the Reserve Active Status List (RASL) or active duty list, or a combination of both, continuously for at least one year before the convening date of the mandatory board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

Anyone being removed from the RASL (retirement, separation, etc.) before **16 Jul 06** are not eligible for promotion consideration.

Military Personnel Flights (MPFs) identify eligible officers using the "Submit Requests" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. Since PRISM is updated daily, it is highly encouraged that the servicing MPF check PRISM, at least weekly until the board convening date, to ensure accountability of additions/deletions to the board file.

A Chronological Listing of Milestones to help in preparation for the boards is at attachment 1, and IAW title 10 USC, a listing of the most senior and junior officers, IPZ, by DOR, meeting the board is at attachment 2.

Officer Preselection Brief (OPB): OPBs will be available for officers meeting the mandatory board on or about 8 Dec 05. HQ ARPC will inform MPFs by message and PRISM Today's News when OPBs are generated. Upon receipt and accountability, MPFs are required to forward the OPBs to the eligible officers along with the instructions provided at attachment 3. Once generated, OPBs will only remain in your Report Queue for 14 calendar days.

Advanced Academic Degree (AAD) Data Masking: Under Air Force policy, all academic data will be masked on the officer selection brief at promotion boards considering **line and JAG** officers for promotion to major through colonel. Thus, the selection brief will only reflect academic education for all nonline officers.

Developmental Education (DE): DE above the appropriate level for the officer's grade is masked for promotion boards. For promotion to major, DE above SOS, and to lieutenant colonel, DE above Intermediate Developmental Education (IDE), will be masked.

Letters to the Board: Eligible officers may correspond by letter with the board president calling attention to any matter they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the officer's knowledge. Please provide attachment 4 to all eligible candidates which provides information on submitting a letter.

Promotion Recommendation Forms (PRFs): Senior raters will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 8 Dec 05. All officers competing for lieutenant colonel must have PRFs. The Senior Rater of record on the PRF accounting date (18 Nov 05) will write the PRF and award performance rating. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (18 Nov 05), the Senior Rater of record at the time eligibility is established will write the PRF.

Forward your PRFs to HQ ARPC, using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt of PRFs. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBB), arpc.dpbbdl@arpc.denver.af.mil.

Instructions for completing PRFs: Attachment 5 provides senior raters instructions on completing the PRF. Forward completed mandatory board PRFs to HQ ARPC/DPBB, 6760 E Irvington Pl, Denver CO 80280 no later than **18 Mar 06.** **Mandatory board PRFs are required for promotion to lieutenant colonel only.** (NOTE: There is no quota on the number of DPs awarded. However, in Section VI, GROUP SIZE, hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g., line, judge advocate, nurse, etc). For example: 2/5/10 signifies the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank).

Not Qualified for Promotion: MPFs should immediately notify their TAGs and this headquarters (via email) of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, chapter 7.

Definition of Senior Rater: The senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

Records of Performance (ROPs) and Duty Qualification History Brief (DQHB): AFI 36-2408 describes the contents of the ROP. The CSAF has approved senior rater consideration of whole person factors and approved the use of a DQHB, which is available in PRISM. The MPF serving the senior rater is responsible for providing ROPs and DQHBs to the senior rater for the eligible officers.

Officer Performance Reports: For officers to receive fair and full consideration, it is imperative that reports with a close out prior to the board convening be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Annual and Change of Reporting Official Reports closing 17 Jan 06 and earlier **must** be in file before the board convenes. **FOR THE MAJOR PROMOTION BOARD ONLY:** NGB/CF has established **18 Jan 06** as the closeout for Directed by National Guard Bureau (DBNGB) reports on officers without current performance documentation. All officers whose record meets the following criteria will require a DBNGB report: a) the most current report is projected to close out between **18 Jan 06 and 17 Apr 06**, or b) the most current report on file is an AF Form 77 documenting a gap in the record of performance, or c) the top document is an AF Form 475 documenting training of less than 20 weeks duration. All requirements for period of supervision are waived (AFR 36-2406, table 3-3, rule 5). All DBNGB reports must reach this headquarters no later than **3 Mar 06**.

Action Offices:

SUBJECT:	POC:	DSN:	TOLL FREE:
Eligibility	HQ ARPC/DPBPE	926-6398	1-800-525-0102
OPRs	HQ ARPC/DPBR	926-7475	1-800-525-0102
Officer Selection Record	HQ ARPC/DPBR1	926-6340	1-800-525-0102
PRFs/All other matters	HQ ARPC/DPBB	926-6351	1-800-525-0102

J. FRED BROUSSARD, Captain, USAF
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personnel Letters to the Promotion Board
5. Instructions for Completing PRFs

Milestones

- 16 Nov 05 Approximate date mandatory board data created in PRISM (board build)
- 18 Nov 05 PRF Accounting Date
- 8 Dec 05 Officer Preselection Briefs arrive at MPFs via MILMOD PRISM in “Report Queue”
- 8 Dec 05 PRF notices for the lieutenant colonel mandatory promotion board only arrive at MPFs via MILMOD PRISM in “Report Queue”
- 18 Jan 06 Directed by NGB reports close out date (*Major Promotion Board only*)
- 3 Mar 06 Directed by NGB reports due to HQ ARPC
- 18 Mar 06 PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBB
- 12 Apr 06 Earliest date messages will be accepted to update OSBs for officers meeting the board
- 14 Apr 06 Officer Selection Briefs (OSBs) extracted for the board
- 17 Apr 06 Board convenes at HQ ARPC
- 16 Aug 06 Approximate date public release of promotion results

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with title 10, USC, section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer in the promotion zone as of the date of this letter.

<u>TO MAJOR:</u>	<u>Junior Officer Name/DOR</u>	<u>Senior Officer Name/DOR</u>
Line	Tenbrunsel, Brian M/29-Sep-00	Cibotti, Dean/27-May-96
Chaplain	Kidd, Debra K/09-Jan-00	Smith, Colin F/04-Jun-99
Dental Corps	Clark, Philip R/29-Jan-00	Lucombe, Gary P/08-Aug-98
JAG	Hicks, John R/15-May-00	Schafer, Robert M/29-Mar-00
Medical Corps	Hebert, Debra A/28-Sep-00	Souza, Heleno R/09-Jul-99
Nurse Corps	Lau, Daniel E/15-Sep-00	Read, Edward Jr/30-Aug-98
MSC	Pae, Mi J/10-Sep-00	Richter, David A/21-Oct-99
BSC	Mckelvey, Altino C/20-Sep-00	Gailey, Jared K/08-Dec-98
<u>TO LIEUTENANT COLONEL:</u>		
Line	Olszewski, Joseph R/29-Sep-00	Yakabe, Christopher R/01-Oct-96
Chaplain	Velezpagan, Austin/19-Sep-00	Quay, Mark A/01-Oct-99
Dental Corps	Irwin, Scott P/10-Sep-00	Press, Reva B/22-Sep-96
JAG	Buckley, Dennis J Jr/19-Jul-00	Coney, Steven E/01-Oct-99
Medical Corps	Walker, Angela T/25-Sep-00	Torano, Victor Albert/10-Jul-94
Nurse Corps	Davault, Diana L/22-Sep-00	Murray, David E/01-Oct-98
MSC	Lenkman, Eileen M/16-Jul-00	Barton, David J/25-May-00
BSC	Dean, Edna A/05-Aug-00	Long, Richard E Jr/08-Jun-98

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. You may visit our web site at <http://arpc.afrc.af.mil/promotions/default.asp> to review information pertinent to the promotion board. As a minimum, you are encouraged to review your pre-selection brief using the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity and must be addressed in a timely manner. You will be ineligible for Special Selection Board consideration if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF for corrective action.

Section	Description	OPR / POC: Servicing MPF (unless otherwise stated)
PERSONAL DATA		
NAME; SSN; GRADE; COMP CAT	Self Explanatory	
HAF	Identifies HQ USAF computer file where your record resides	
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment	
RES SECTION	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	
AERONAUTICAL / FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	
SENIOR RATER		
	Data will include your senior rater's name, unit, and senior rater ID	
BOARD CERTIFIED		
	This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with an M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.	
DEPLOYMENT HISTORY		
	This section will list the last 5 deployments of 45 or more days since September 11th 2001. Deployments with a start date prior to September 11th 2001 will not be reflected.	
ASSIGNMENT CATEGORY		
	Reflects your current PAS code, unit, ANG Tech ID, state and projected PAS code.	

DEVELOPMENTAL EDUCATION		
	<p>Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above SOS is masked, and to Lt Col, DE above ACSC is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion -- Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127</p>	<p>HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.</p>
AFSC DATA		
	Reflects primary, secondary, and tertiary AFSCs.	
ACADEMIC EDUCATION		
	<p>Reflects your two most recent levels of education, to include your academic specialty. The Academic Education section will be masked for Line and JAG officers. Academic degrees will not be reflected on Line and JAG officers OPBs. For Health professions, academic degrees will continue to be reflected in this section. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/SCIB, 2950 Hobson Way, Wright-Patterson AFB OH 45433.</p>	<p>AFIT/RRE DSN 785-6565 ext. 4450 or Comm: (937) 255-6565 ext. 4450</p>
DECORATIONS		
	<p>Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.</p>	
ASSIGNMENT HISTORY		
	Reflects your last 10 duty assignments, including duty AFSC.	
PARTICIPATION SUMMARY / HISTORY		
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ol style="list-style-type: none"> The last 8 years of service Total points accrued through the closeout of the last Retention/Retirement (R/R) year Points accrued since closeout of the last R/R year Points since prior service, if any, in the current R/R year. <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p>	<p>HQ ARPC/DPPK DSN 926-6376 Or Comm: (303) 676-6375</p>

GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may provide written communication to the board calling attention to any matter that you consider important to your consideration. Submit letters electronically at <https://arpc.afrc.af.mil/support/boardletter.asp> with the appropriate board identifier (A0407A or A0507A). Your letter will be automatically formatted and you will receive email confirmation of our receipt of your letter. A letter submitted through this site is considered signed and authenticated. Letters must be received not later than 0800 the date on which the board convenes (17 Apr 06).
2. If you cannot access the web, you may prepare a letter on plain bond paper (do not use Air Force or business letterhead). Send your letter to this address to arrive at least 30 days before the date the board convenes (allow 10 days for mailing):

Address your letter to: Board President, FY07 Air National Guard Line and Nonline Major and Lieutenant Colonel
Promotion Selection Board
HQ ARPC/DPBPE
6760 E. Irvington Place #2010
Denver CO 80280-2010

- a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.
 - b. While attachments to your letter are not prohibited, we do not encourage them. If you include attachments, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not recommended unless they provide significant, new information that cannot be included in the basic letter.
 - c. Your letter should explain, rebut, refute, or mitigate matters that are in your record. Caution: there are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.
 - d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of DE (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.
3. If you are unable to use the electronic submission, please make sure you sign your letter and include your Social Security Number to ensure that it will be properly filed in your selection folder.

INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 8 Dec 05. **All officers competing for lieutenant colonel must have a PRF.** The Senior Rater of record on the PRF accounting date (18 Nov 05) will write the PRF and award performance rating. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (18 Nov 05), the Senior Rater of record at the time eligibility is established will write the PRF.

IMPORTANT NOTE: Developmental Education (in residence or non-residence) and advanced academic education for officers: When preparing OPRs, evaluators will not comment on selection status on the schools list, selection list, selection for, completion of, or enrollment in development education or advance academic education. When preparing PRFs, Senior Raters may only comment on officially recognized extraordinary achievements documented in the AF IMT 475 (Training Report) (such as distinguished graduate, cum laude, speech/writing awards, Commandant's Award, etc.). When stratifying officers on OPRs and PRFs, evaluators will not consider either advanced academic education, completion/non completion of non-resident DE if the officer is on the school select list (because they will attend in-residence), or their Select/Candidate status. Relative ranking among officers rated by the rating chain should be based on overall performance. This paragraph does not preclude raters from making appropriate assignment and developmental education recommendations on OPRs/PRFs.

Complete the AF Form 709 as described in AFI 36-2406 paragraph 8.2. A sample PRF, attachment 5 page 2, is for officers being considered for promotion to lieutenant colonel by the mandatory board.

Ensure a copy of the PRF is provided to the ratee, or nominee, approximately 30 days prior to the board convening.

Please confirm the completion of outstanding OPRs before the PRF is submitted.

Attachment
Sample PRF

Attachment 1, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) SMITH, JOHN P	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
IV. PROMOTION RECOMMENDATION			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD
BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>		See notes	See notes
		Enter 5 character SRID	
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION Self explanatory	
PROMOTE <input type="checkbox"/>		DUTY TITLE Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		SSN	SIGNATURE
Senior Rater: Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. May consider other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN. Provide an accurate unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status. Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared. Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference 36-2406, chapter 8). Per DOD Directive 1320.11, <i>Special Selection Boards</i> , paragraph 4.3., a supplemental promotion board "shall not consider any officer who might, by maintaining reasonably careful records, have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."			

AF IMT 709, 20040415 V2

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

NOTES:

Section I, item 3, GRADE: Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers (AGR)

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS code as of the PRF accounting date (18 Nov 05)

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory.

Section V, PROMOTION ZONE: Leave blank

Section VI, GROUP SIZE: Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

Section VII, BOARD: Enter A0507A

Section IX, OVERALL RECOMMENDATION: Hand write an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**